



MINUTES

Eau Claire County | Committee on Highway

Thursday, January 12, 2023 | 7:30 a.m.

**Hybrid Meeting | Eau Claire County Highway Department - Room 101 and WebEx Virtual
Teleconference**

Committee Members Present: Chair Steve Chilson, Vice-Chair Nathan Otto, Larry Hoekstra, ~~Judy Gatlin, Mark Beckfield, Nick Smiar (ex-officio)~~

Staff/Others Present: Assistant Commissioner Brian Spilde, Engineer Travis Pickering, Administrative Associate III Natalie Szews, Risk Manager Sonja Leenhouts, Fiscal Supervisor Kyle Welbes, Corporation Counsel Sharon McIlquham, HR Director Jessica McDonald

1. **Meeting called to order by Chairman Chilson at 7:30 a.m.**
2. **Roll Call**
3. **Review/Approval of Past Committee Meeting Minutes (12/08/22) – Discussion/Action**
 - Supervisor Hoekstra motioned to approve. Motion carried 3-0.
4. **Public Comment –None**
5. **CDL Promissory Note – Discussion/Action**
 - Discussed need for CDL Promissory Note for new employees to recover CDL training costs if they leave.
 - Reviewed CDL Promissory Note draft. Supervisor Chilson suggested to add section to Paragraph D with repayment schedule.
 - Supervisor Otto motioned to approve with the changes outlined. Motion carried 3-0.
 - CDL Promissory Note will be presented to the HR Committee on 01/27/23.
6. **Highway Report**
 - **Highway Commissioner Update – Jon Johnson**
 - Brushing Procedures - Reviewed brushing procedures and checklist due to some recent struggles with brushing operations in the Town of Union.
 - Highway Department will need to refine brushing procedures and make sure there is more coordination with the public.
 - Need to send out brushing letters earlier to allow more time for property owners to process and talk to supervisors if there are any issues. Send brushing letters four weeks before brushing operations starts instead of two weeks.
 - Wisconsin County Highway Association (WCHA) and National Association of County Engineers (NACE) updates
 - WCHA - Supervisor Hoekstra appointed to Board of Directors as West Central District regional representative for WCHA.
 - Patrick Vander Sanden from WisDOT hired as new Executive Director for WCHA.

- WCHA Road School coming up in a couple weeks.
- Brian and Jon will be going to Washington DC in March to work on legislation for the Transportation Development Association (TDA).
- NACE – Jon and Travis are going to Alabama in April.
- Travis Pickering is working with ASCE Wisconsin section to get more involvement and monthly meetings going. Spring conference at the end of March.
- NACE – National survey on highway safety improvement plan funds to get more focus on road safety and using more federal funds at the local level.

– Karen Hurd is now Vice-Chair of the House Transportation Committee.

• **Operations Update – Brian Spilde**

- Doing a lot of winter maintenance and snow plowing. Taking care of signage knock downs and guardrail repairs.
- Getting snow storage areas cleaned up, cleaning up yard, preparing for move to new facility, getting inventory completed.
- Brushing has been put on hold while cleaning up trees that came down with snow.
- Trying to stay ahead on equipment repairs. There is currently a vacant mechanic position, and outside vendors are also facing staffing issues causing repairs to take longer.
- Letters are being sent to departments and municipalities within the county advising if they need the Highway Department to perform work for them in 2023 will need to know by March 10 to schedule workload for the construction season.
- In process of going through local road improvement programs reimbursements for 2022 projects.

• **Engineering Update – Travis Pickering**

- All the design plans are completed for 2023 projects except for CTH I project.
- Bridge ratings spreadsheet completed and will be working with Jon to find out what bridges need to be replaced.
- Had scoping meetings for two bridge projects with design consultants and WisDOT. Will be setting up scoping meeting for bridge on CTH D.
- Survey has been completed for InQuik bridge on CTH V. Geotech soil borings have been completed and should be receiving report in next few weeks.
- Submitted engineering certification letters for LRIP project reimbursements.
- Will see how the InQuik bridge on CTH V works to decide if InQuik system should be used for other bridges.

7. Review of Payment Vouchers (12/09/22 to 01/06/23) – Discussion /Action

- Supervisor Otto motioned to approve. Motion carried 3-0.

8. Future Meeting Dates/Times/Agenda Items

- Next meeting: Thursday, February 9, 2023 at 7:30 a.m. Will still be meeting at Altoona facility.
- Hoping to move to new Highway facility in March.

9. Adjourn at 8:18 a.m.

Respectfully submitted,

Natalie Szews

Natalie Szews, Administrative Associate III
Eau Claire County Highway Department

APPROVED 02/09/23